

UNITED STATES DISTRICT COURT

Southern District of Ohio

Seeks applications for the position of **Clerk of Court**. The Clerk of Court is responsible for managing the administrative duties of the Clerk's Office and overseeing the performance of the statutory duties of the office. The salary range is from \$111,616 to \$140,000. All interested candidates are required to submit four copies of a cover letter (briefly and clearly describing applicant's management style and experience), a resume and three professional references to:

United States District Court - Vacancy # 03-04
Human Resources Specialist
260 Joseph P. Kinneary U.S. Courthouse
85 Marconi Boulevard
Columbus, Ohio 43215
(614) 719-3000

If interested in receiving a copy of the vacancy announcement containing detailed information regarding this position, please visit our webpage at www.ohsd.uscourts.gov, visit or telephone the Clerk's Office of the Court in either Cincinnati (513-564-7500), Dayton (937-512-1400) or Columbus, Ohio (614-719-3000). The application deadline is July 18, 2003.

**UNITED STATES DISTRICT COURT
SOUTHERN DISTRICT OF OHIO**

VACANCY ANNOUNCEMENT

POSITION TITLE: CLERK OF COURT, #03-04

OPENING DATE: JUNE 1, 2003

CLOSING DATE: JULY 18, 2003

SALARY RANGE: (\$111,616 - \$140,000)

LOCATION: COLUMBUS, OHIO

(POSITION AVAILABLE NOVEMBER 3, 2003)

POSITION OVERVIEW

The Clerk of the Court is appointed by the judges of the Court. This is a high level management position which functions under the direction of the Chief Judge. The Clerk of Court is responsible for managing the administrative activities of the Clerk's Office and overseeing the performance of the statutory duties of the office. The Clerk of Court position is similar to that of a Chief Operating Officer in a multi-faceted organization.

Responsibilities include, but are not limited to:

- consulting with and making recommendations to the judges regarding Court policies and procedures;
- hiring and assigning personnel as well as designing and managing training programs;
- preparing and managing the annual budget;
- conducting special studies as directed and preparing statistical and narrative reports;
- working with various governmental agencies on a variety of matters necessary to Court activities;
- directing through subordinate staff the Court's financial service function including purchasing;
- managing accounting functions;
- directing staff responsible for the processing of civil and criminal cases, the issuance of process and the maintenance of official records in the custody of the Court;
- managing the jury operations of the Court and making recommendations as required to improve juror utilization;

- establishing and continuing maintenance of relationships with the Sixth Circuit Court of Appeals, district courts of the circuit, the Court's standing committees, the practicing bar and governmental agencies having business before the Court;
- developing and maintaining a close working relationship with all other court unit heads; and
- consulting with and recommending to the Court on all matters affecting the orderly and expeditious direction of its business.

It is of critical importance to the Court that the incumbent have administrative experience in the management of budget, people, programs and systems, including a full knowledge, understanding and experience in the management of computers and automated systems.

QUALIFICATION REQUIREMENTS

An undergraduate degree is required, preferably in a field such as business or public administration. The Court prefers a minimum of 10 years experience of progressively responsible administrative experience in public service or business which provides a thorough understanding of organizational, procedural, and human aspects in managing an organization.

At least three of the ten years experience must have been in a position of substantial management authority. Experience in systems and budget administration is highly desirable.

The successful candidate must be a person of high integrity and discretion, a leader and motivator. The candidate shall also have the ability to exercise good, mature judgment, be highly organized and possess tact, good, mature judgment, poise, initiative and be able to maintain a professional appearance and demeanor at all times. Candidates must be able to balance the demands of varying workload responsibilities and deadlines.

COURT INFORMATION

The U.S. District Court for the Southern District of Ohio is located in Cincinnati, Columbus and Dayton, Ohio. The Court presently consists of eight active judges, four senior Article III judges and seven full-time magistrate judges. The Court anticipates that the Clerk will be located at the Columbus Courthouse. The Court is scheduled to implement an electronic filing system on September 1, 2003.

APPLICANT INFORMATION

The Court requires that all employees prove U.S. citizenship prior to appointment. The Court requires employees to adhere to Judicial Conference regulations, specifically the Code of Conduct for Judicial Employees, which is available to applicants for review upon request.

EMPLOYEE BENEFITS

Employees of the U.S. District Court are at-will employees and are not included in the government's Civil Service classification program. However, they are entitled to the same benefits as other federal government employees. Those benefits include at least 13 days paid vacation, participation in the Federal Employees' Retirement System, Health and Life Insurance programs, annual/sick leave, at least 10 paid holidays per year, supplemental benefits program and periodic salary increases. This position is subject to mandatory electronic funds transfer participation of payment of net pay.

PROCEDURES FOR SELECTION

The Court will screen all applications. A background check may be performed to clarify all questions arising during the application review. Selected applicants will be invited for personal interviews. The judges of the Court will select the most qualified candidate based on the application, background investigation and interviews.

PROCEDURES FOR APPLYING

An original and four copies of a cover letter and a separate resume, including at least three professional references, should be mailed to the address below. The cover letter must briefly and clearly describe the applicant's management style and experience. Send application packet to:

Cynthia E. Sands, Human Resources Specialist
Joseph P. Kinneary U.S. Courthouse
United States District Court
85 Marconi Boulevard, Room 260
Columbus, OH 43215

THE U.S. DISTRICT COURT IS AN EQUAL OPPORTUNITY EMPLOYER